

**President's Cabinet Meeting Notes**  
**Wednesday, September 12, 2018**  
**Administrative Conference Room**

**Present:** Melissa Green, Sheila Grimes, Darlene Melby, Nathan Rexford, Theresa Richmond, Dr. Stephen Schoonmaker, and Dawnie Slabaugh

**Guests:** Wayne Keller

**Absent:** Beverly Muelrath and Bart Scott

The meeting began at 10:08 a.m.

**1. Review of Notes from Previous Meeting**

Notes from the previous meeting were reviewed and the following notations were made:

- Under Good of the Order, Dawnie stated that she sent out the email about participating in the Civic Groups and had no response.
- Under Item 5, Dawnie shared that Karen Tedsen will research Campus Compact.
- Under Good of the Order, Dr. Schoonmaker will follow up with Dr. Greene and Dr. Zweigle pertaining to the ASAP model.

**2. Transitions**

Instruction is going through some transitions. Dr. Schoonmaker will serve as the Interim Vice President of Instruction until January. Then we will hire an external Interim Vice President of Instruction from January to June 30. This will allow us to put out a national search for Vice President of Instruction in January.

Dr. Schoonmaker shared that Dr. Zweigle will take on the ASC. Dr. Schoonmaker will send out an update by the end of the week to let everyone know who they will report to.

Starting next week Dr. Schoonmaker will spend the mornings in the President's Office and the afternoons in the Instruction Office.

**3. Evaluations**

Dr. Schoonmaker and Cabinet members will have their evaluations during their last one on one meeting.

**4. Extended Cabinet**

An Extended Cabinet meeting will be scheduled once a month in lieu of President's Cabinet. We will have three President's Cabinet meetings and one Extended Cabinet meeting during the month. Extended Cabinet will be scheduled on the second week of the month starting in October.

**5. AB 19 CA Promise Plan Update**

Melissa distributed a draft proposal for the California College Promise, AB 19. Discussion followed. Dr. Schoonmaker would like the proposal to address student success. Dawnie will schedule a meeting to revise the proposal.

**6. Accessibility Audit Strategic Plan**

Wayne shared his accessibility audit strategic plan. His plan included an ICT accessibility program, creating a communication plan, develop their goals and objectives, creating a guideline document, implementation plan, and accessibility training. He will work on this with the ADA Workgroup.

**7. Good of the Order**

- Theresa reminded Cabinet about the Diversity Event on October 11 and 12.
- Review of Follow-up and Parking Lot Items:
  - Under Item 12, Melissa shared that they are working with Maria and Weblinks on an

- introductory paragraph that will be posted by the end of the week.
- Under Item 6, this will be brought back to Cabinet September 26.
  - Under Item 10, Dawnie will email the Civic Groups list out again.
  - Under Item 18, Melissa and Dawnie are working this.
  - Under Item 19, Wayne and the ADA Workgroup have a strategic plan.
  - Under Item 20, we will invite Liz McCauley to a President's Cabinet meeting to give an update on 211.
  - Under Item 4, Darlene and Melissa will set aside a block of time to get a draft put together in about a week or so.
  - Under Item 9, Darlene will send out the surveillance cameras procedure out again.
  - Under Item 17, Eric presented the initiative and members of the Safety Committee will take it back to their constituents for feedback.
  - Under Item 13, Nathan will secure information.
  - Under Item 8, Dr. Schoonmaker will follow-up with Dennis.
  - Under Item 2, Theresa will follow-up with Kim to see if we can receive credit for employees if they enroll in a self-defense course.
  - Under Item 11, this training has been scheduled for Friday, September 14. This item will be moved to the completed list.

There being no further business, the meeting ended at 11:30 a.m.